# SCRAPIE PROGRAM AIN USER GUIDE

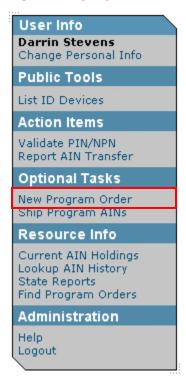
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# **NEW PROGRAM ORDER**

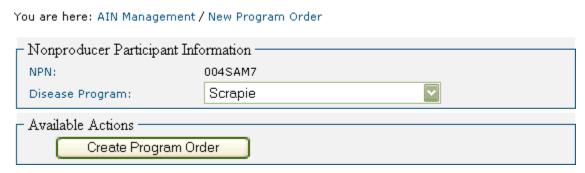
#### WHEN TO USE

Use New Program Order to order AIN ID Tags for animals in the Scrapie program. (Other programs will be added in the future.)

# PERFORMING THE ACTION



To create a new program order, click on New Program Order.

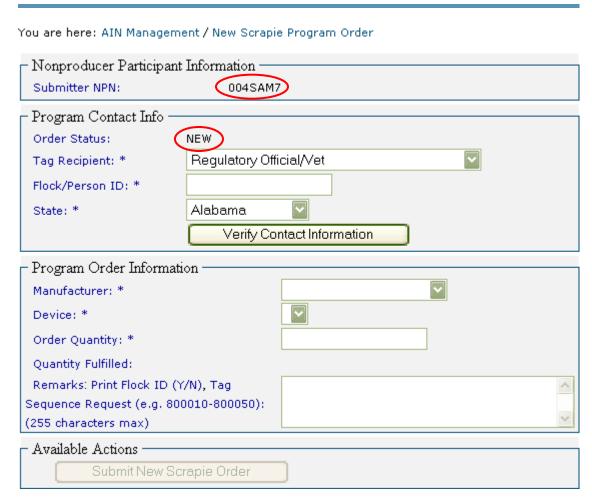


The New Program Order screen will be displayed.

Your Nonproducer Participant Number is displayed in the NPN field.

The default selected Disease Program is Scrapie.

To create a new order within the selected program, click on the Create Program Order button.

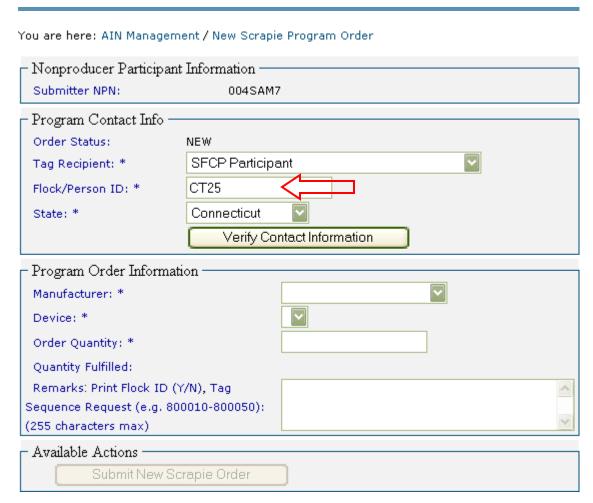


The New Scrapie Program Order will be displayed.

Since you are submitting the Program Order, your NPN appears in the Submitter NPN field. Since this is a new order, the Order Status is set to NEW.



From the Tag Recipient drop-down menu, select the type of entity that will be receiving the AIN Tags. If you are ordering tags for yourself, the Tag Recipient will describe who you are. If you are ordering tags for someone else, the Tag Recipient will describe the entity for whom you are ordering the tags.



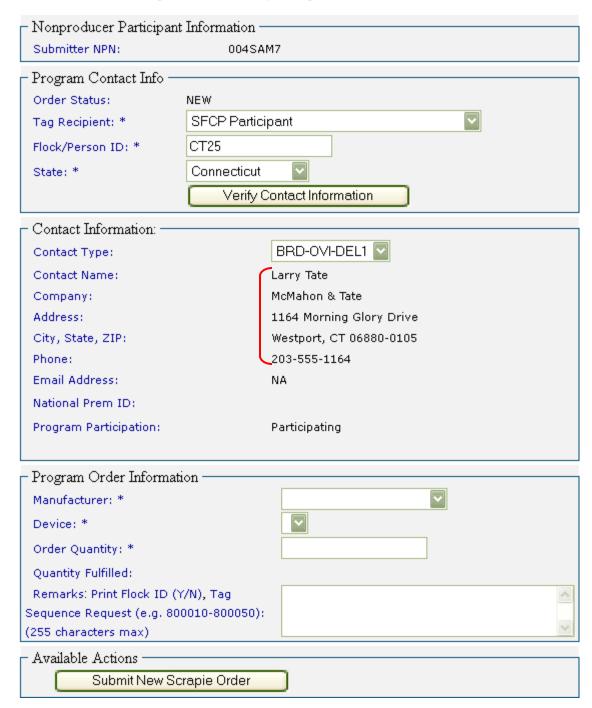
Type in the identification number for the entity that will be receiving the tags in the Flock/Person ID field.

Select the state where the customer is located from the State drop-down menu.

Then click on the Verify Contact Information button

#### · Success! Scrapie Customer found.

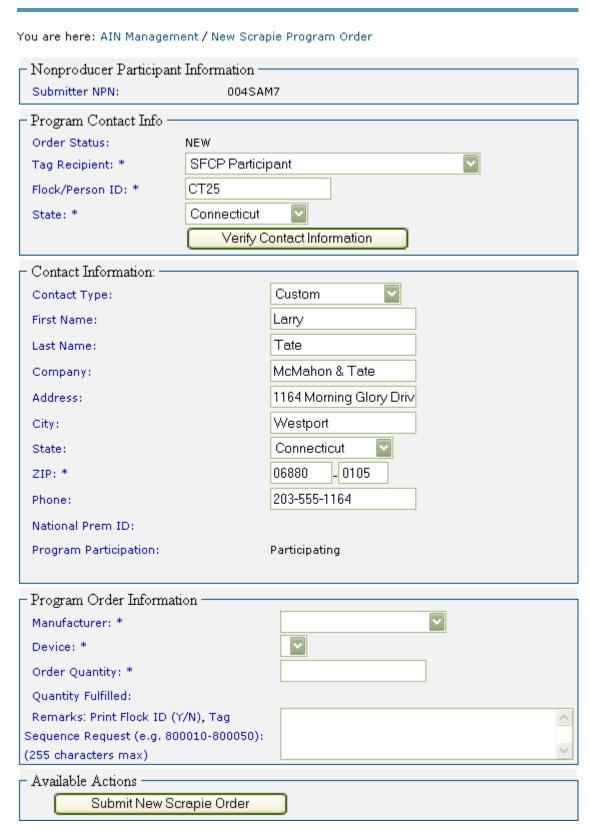
You are here: AIN Management / New Scrapie Program Order



The New Scrapie Program Order will display the Contact Information for the Tag Recipient.



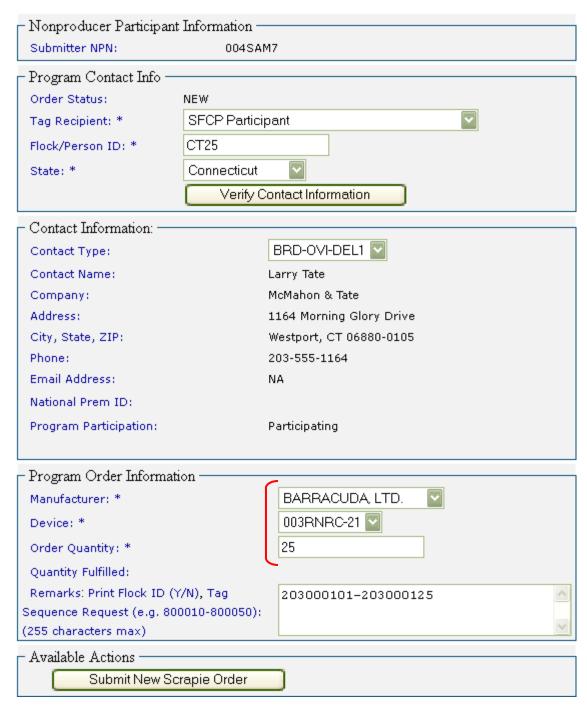
Select the type of contact from the Contact Type drop-down menu.



If you select CUSTOM as the Contact Type, type in the contact information in the appropriate fields.

#### Success! Scrapie Customer found.

You are here: AIN Management / New Scrapie Program Order

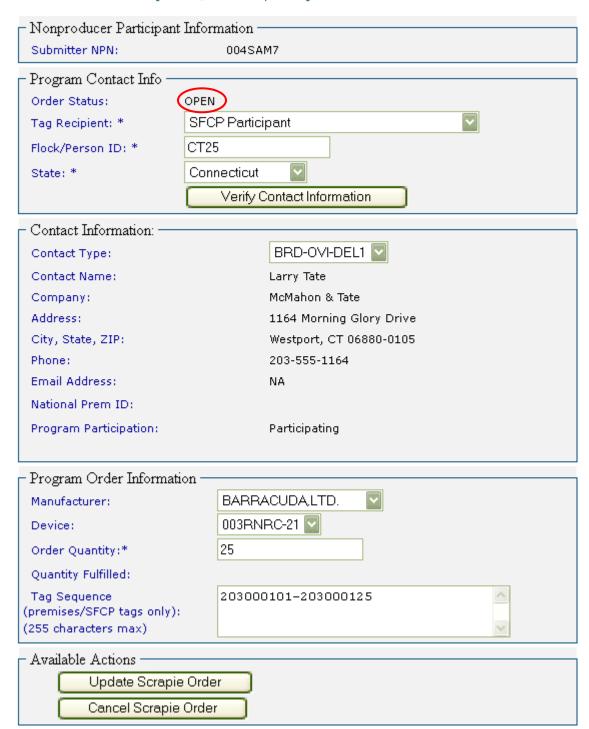


Select the Manufacturer whose tags you want to order from the Manufacturer drop-down menu. The Device drop-down menu will list tags for the Manufacturer you selected. Select the type of tag you want to order from the Device drop-down menu. Type in the number of tags you want to order in the Order Quantity field. You may optionally enter the AINs you want applied to the AIN Tags in the Tag Sequence field.

When you have completed all fields, click on the Submit New Scrapie Order button to submit the order.

#### · Success! Scrapie Order created.

You are here: AIN Management / New Scrapie Program Order



The order will be created and the Edit Scrapie Order screen will be displayed. Since this is a new order, the Order Status has been changed from NEW to OPEN.

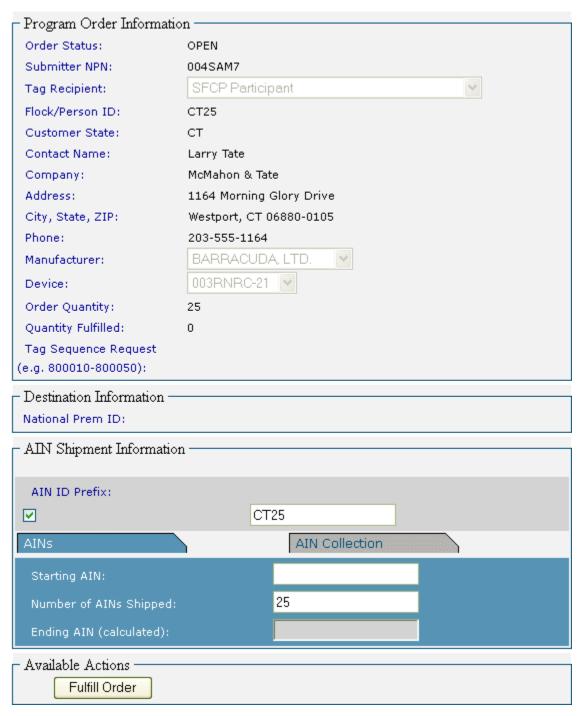
To make changes to the order, type in the new information in the appropriate fields or make new selections from the appropriate drop-down menus. Then click on the <a href="Update Scrapie Order">Update Scrapie Order</a> button to save the changes to the order.

To cancel the order, click on the Cancel Scrapie Order button.

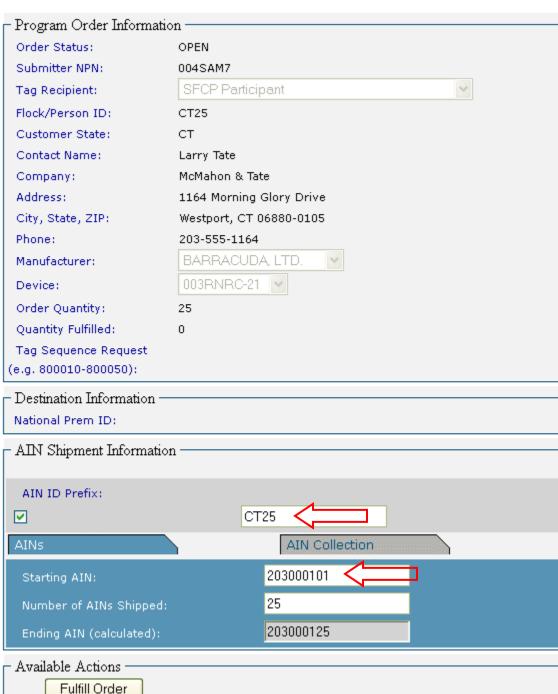
Note: An AIN Tag Manufacturer will not see the Scrapie Order Created screen. Clicking on the Submit New Scrapie Order on the New Scrapie Program Order screen will advance to the Fulfill Scrapie Order screen.

# FULFILL SCRAPIE ORDER

You are here: AIN Management / Edit Scrapie Order / Fulfill Scrapie Order



When an AIN Tag Manufacturer creates a new order, the Fulfill Scrapie Order screen will be displayed.



You are here: AIN Management / Edit Scrapie Order / Fulfill Scrapie Order

The Flock/Person ID will appear in the AIN ID Prefix field if the order is created by a Flock Owner (Customer Type = SFCP Participant). This ID will be added at the beginning of the AINs on the AIN ID Tags. If you want another identifier to appear on the tags, type in the desired ID in the AIN ID Prefix field. If you don't want any identifier added to the AIN, uncheck the AIN ID Prefix box. *Note: If you are entering "840" AINs, uncheck the* AIN ID Prefix box.

AINs are limited to 15 characters, and "840" AINs use all 15 characters. A space is added between the Device Prefix and the AIN. Make sure that the AIN ID Prefix plus space plus AIN total not more than 15 characters.

Type in the first number in the AIN series in the Starting AIN field. The Number of AINs Shipped will default to the total number of AINs in the order. If you are shipping fewer than the total number of AIN Tags, type in the number of AIN Tags being shipped in the Number of AINs Shipped field. The Ending AIN field will automatically calculate.

When you have completed all fields, click on the Fulfill Order button to fulfill the order.

You are here: AIN Management / Edit Scrapic Order / Fulfill Scrapic Order Program Order Information Order Status: OPEN Submitter NPN: 304SAM7 Tag Recipient: SFCP Participant Flock/Person ID: CT25 Customer State: СТ Contact Name Larry Tate Company: McMahon & Tate Address: 1164 Morning Glory Drive City, State, ZIP: Westport, CT 06880-0105 Phone: 203-555-1164 Manufacturer: BARRACUDA, LTD. 003RNRC-21 💌 Device: Order Quantity: 25 Quantity Fulfilled: ) Tag Sequence Request (e.g. 800010-800050): · Destination Information National Prem ID: - AIN Shipment Information -AIN ID Prefix: ~ CT25 AINS AIN Collection 20300C101-20300C110, 203000115, 203000121-203000125 Enter AINs separated by commas. Use dashes to indicate sub-ranges of consecutive AINs. For example, 840003000011450,840003000011452, 840003000011454-840003000011459. Notes; "-" and "," are special characters, and are not allowed in the AIN ID. This application will Use the following to upload a file containing the list of AINs to be processed (the instructions listed immediately above apply to uploaded files). Browse.. File Upload - Available Actions Fulfill Order

Click on the AIN Collection tab to ship non-consecutive AINs.

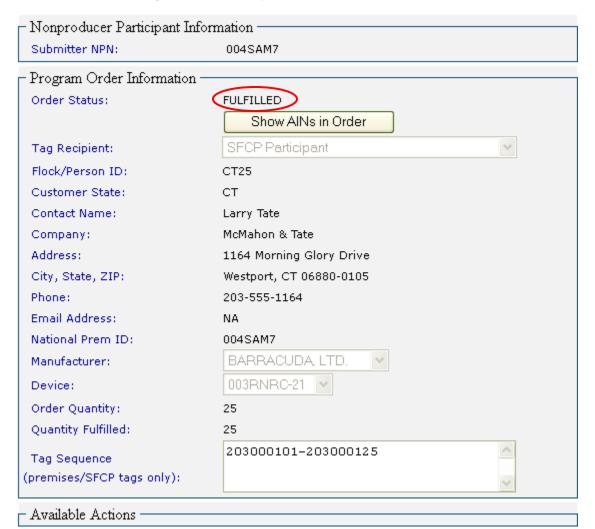
Type the AINs being shipped in the Non-Consecutive AINs field. Indicate a series of AINs with a hyphen, and separate AINs and series of AINs with a comma.

Alternately, you can upload a file containing the non-consecutive AINs being shipped. Click on the Browse... button, select the file containing the AINs being shipped, then click the File Upload button. The file should be a text (.txt) file, and the AINs in the file should follow the same rules as for entering AINs manually.

When you have completed all fields, click on the Fulfill Order button to fulfill the order.

### · Success! Scrapie Order fulfilled.

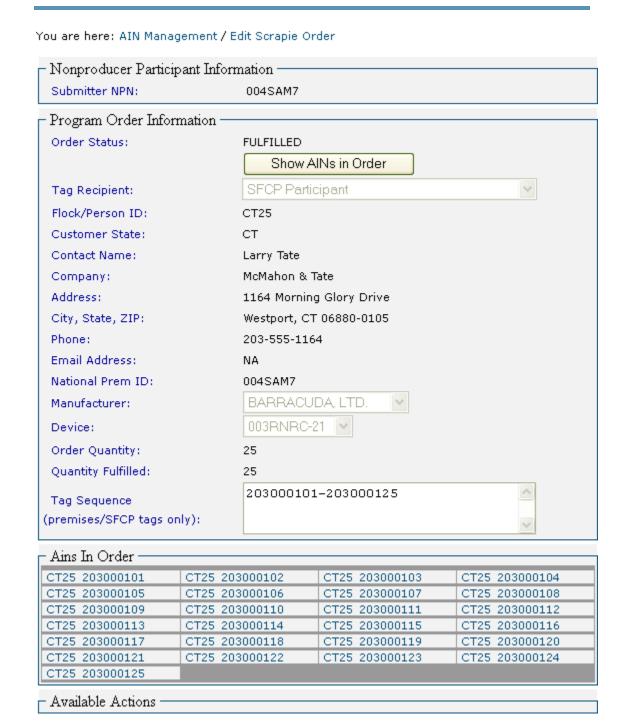
You are here: AIN Management / Edit Scrapie Order



The Edit Scrapie Order screen will be displayed. Since the order has been fulfilled, no fields are editable, and the Order Status has been set to FULFILLED.

If the number of AINs entered in the Number of AINs Shipped field or the Non-Consecutive AINs field on the previous screens is fewer than the number of AINs in the Order Quantity field, the number of AINs shipped will be displayed in the Quantity Fulfilled field and the status will be set to PART FULFILLED.

To list the AINs which are included in this order, click on the Show AINs in Order button.



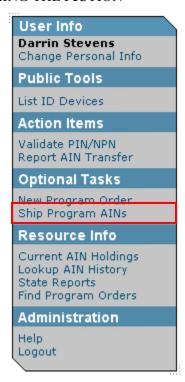
The AINs which are included in this order will be displayed.

# **SHIP PROGRAM AINS**

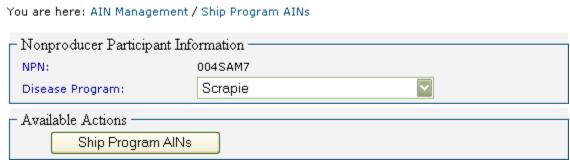
# WHEN TO USE

Use Ship Program AINs to report the shipment of Scrapie Animal ID Tags. (Other programs will be added in the future.)

#### PERFORMING THE ACTION



To process a program order, click on Ship Program AINs.

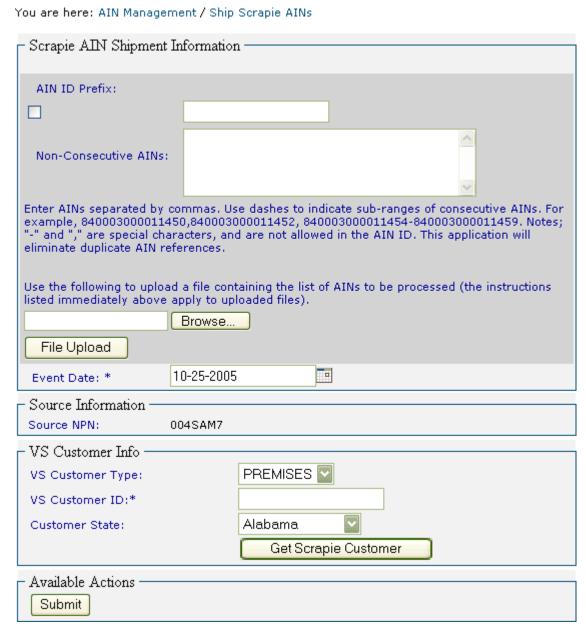


The Ship Program AINs screen will be displayed.

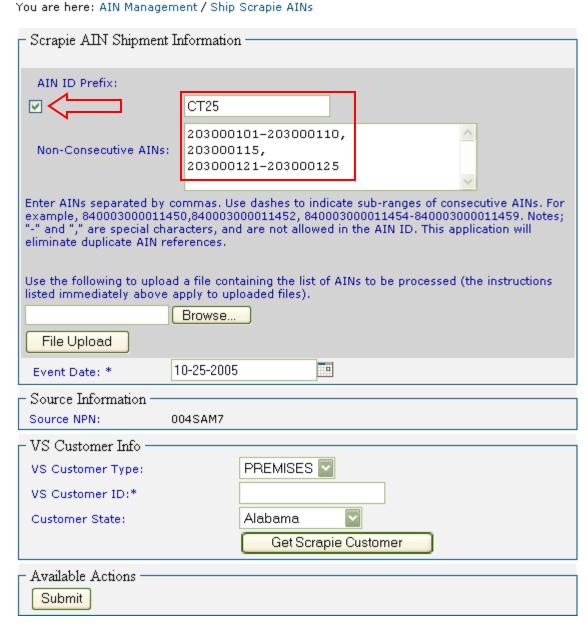
Your Nonproducer Participant Number is displayed in the NPN field.

The default selected Disease Program is Scrapie.

To ship AINs within the selected program, click on the Ship Program AINs button.



The Ship Scrapie AINs screen will be displayed.



If there is an AIN ID Prefix added to the AINs, check the AIN ID Prefix box, and type the prefix in the AIN ID Prefix field.

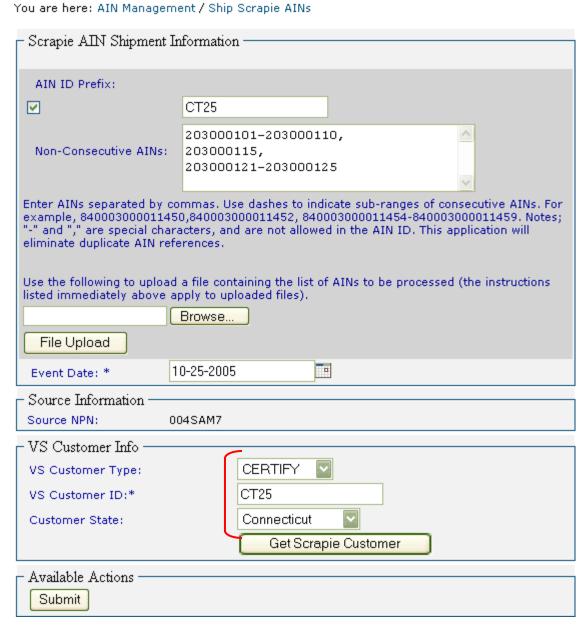
Type the AINs being shipped in the Non-Consecutive AINs field. Indicate a series of AINs with a hyphen, and separate AINs and series of AINs with a comma. Note: Only AINs consisting of all numbers, with no letters or spaces, can be included in a series with hyphens. AINs with letters and/or spaces must be separated with commas.

Alternately, you can upload a file containing the non-consecutive AINs being shipped. Click on the Browse... button, select the file containing the AINs being shipped, then click the File Upload button. The file should be a text (.txt) file, and the AINs in the file should follow the same rules as for entering AINs manually.

Note: Only AINs which have been previously associated with a Scrapie order can be used on AIN Tags. It is necessary that the AINs entered in the Non-Consecutive AINs field have been fulfilled for a New Scrapie Order.



The Event Date will default to today's date. Type in the shipping date in the Event Date field, if different from today's date. Alternately, click on the calendar icon to select the shipping date from the Date Picker.



From the VS Customer Type drop-down menu, select the type of customer to whom the AIN Tags will be shipped.

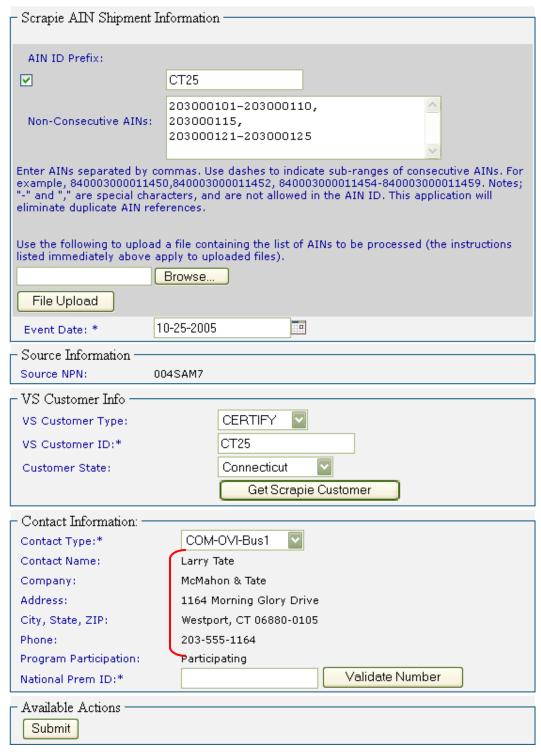
Type in the customer identification number for the entity to whom the tags will be shipped in the VS Customer ID field.

Select the state where the customer is located from the Customer State drop-down menu.

Then click on the Get Scrapie Customer button.

#### · Success! Scrapie Customer found.

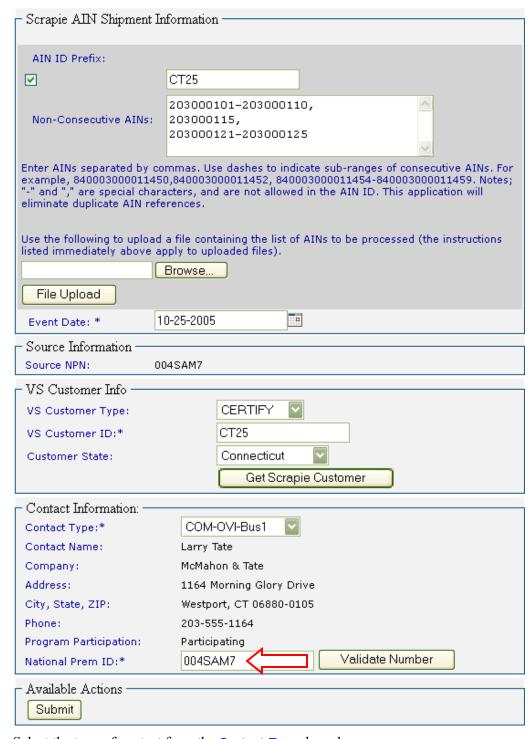
You are here: AIN Management / Ship Scrapie AINs



The customer Contact Information will be displayed.

#### · Success! Scrapie Customer found.

You are here: AIN Management / Ship Scrapie AINs



Select the type of contact from the Contact Type drop-down menu.

Type the NAIS Premises ID Number for the entity in the National Prem ID field. Then click on the Validate Number button. (This is required only for "840" AINs.)

#### • The destination PIN/NPN was retrieved from the database.

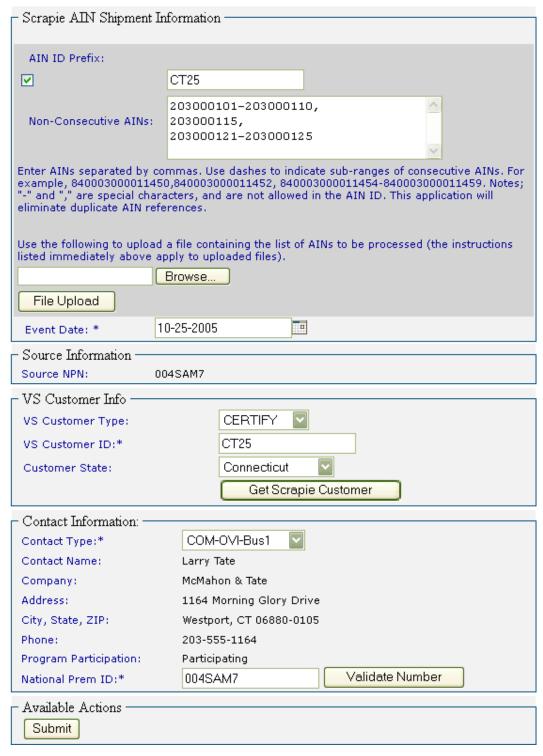
You are here: AIN Management / Ship Scrapie AINs



The Premises information will be displayed. To record the shipment, click on the Submit button.

#### · Success! The shipment event was recorded.

You are here: AIN Management / Ship Scrapie AINs



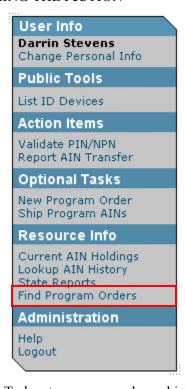
The Shipment will be recorded.

# FIND PROGRAM ORDERS

# WHEN TO USE

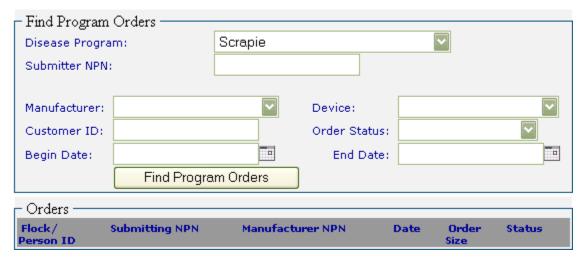
Use Find Program Orders to view orders for Scrapie Animal ID Tags placed by a specific submitter, or placed with a specific manufacturer. (Other programs will be added in the future.)

# PERFORMING THE ACTION



To locate program orders which have already been created, click on Find Program Orders.

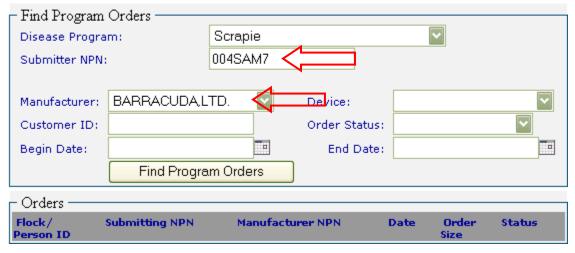
You are here: AIN Management / Find Program Orders



The Find Program Orders screen will be displayed.

The default selected Disease Program is Scrapie.

#### You are here: AIN Management / Find Program Orders



You can find program orders for a specific submitter or for a specific manufacturer. Either type in the NPN for the submitter whose orders you want to find in the Submitter NPN field, or select the manufacturer whose orders you want to find from the Manufacturer drop-down menu.

You can enter additional search criteria for orders.

- Device shows orders for a specific Animal ID Tag.
- Customer ID shows orders for a specific customer.
- Order Status shows orders by status new, part fulfilled, fulfilled, or cancelled.

Begin Date/End Date – shows orders created in a date range.

When you have entered all the search criteria for the program orders you want to find, click on the Find Program Orders button.

You are here: AIN Management / Find Program Orders



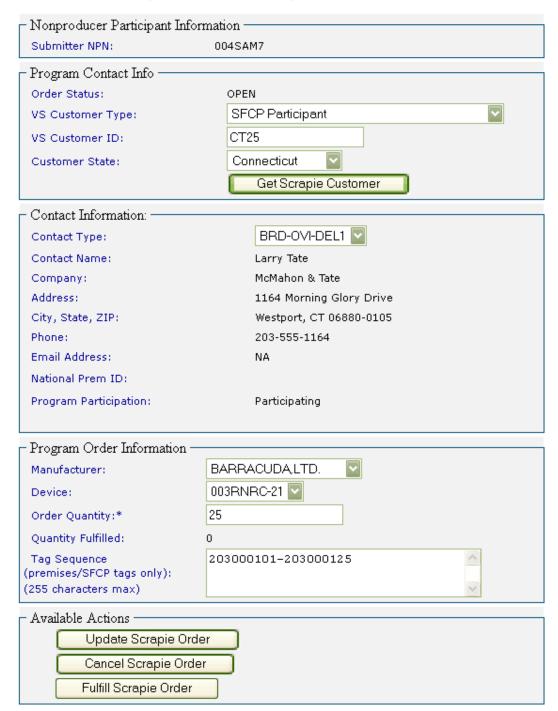
Orders —						
Flock/ Person ID	Submitting NPN	Manufacturer NPN	Date	Order Size	Status	
4091	004SAM7	002G040	11-02-2005	100	OPEN	
4091	004SAM7	002G040	11-02-2005	44	OPEN	
4091	004SAM7	002G040	11-02-2005	44	FULFILLED	
COME01	004SAM7	002G040	11-02-2005	300	OPEN	
COME01	004SAM7	002G040	11-02-2005	100	FULFILLED	
COME01	004SAM7	002G040	11-02-2005	200	OPEN	
COME01	004SAM7	002G040	11-02-2005	100	OPEN	
COME01	004SAM7	002G040	11-02-2005	100	OPEN	
COME01	004SAM7	002G040	11-02-2005	100	OPEN	
COME01	004SAM7	004QSFZ	11-02-2005	300	OPEN	
COME01	004SAM7	002G040	11-02-2005	100	OPEN	
COME01	004SAM7	002G7JD	11-02-2005	10	OPEN	
COME01	004SAM7	002G040	11-02-2005	100	OPEN	
COME01	004SAM7	002G040	11-02-2005	100	OPEN	
COME01	004SAM7	002G040	11-02-2005	100	OPEN	
4091	004SAM7	002G040	11-02-2005	45	OPEN	
COME01	004SAM7	002G7JD	11-02-2005	200	OPEN	
CA006	004SAM7	002G7JD	10-31-2005	200	FULFILLED	
COLR98	004SAM7	002GCNK	10-31-2005	100	FULFILLED	
COLR98	004SAM7	002G836	10-31-2005	200	FULFILLED	

All program orders which meet your search criteria will be displayed.

To view an order, click on the ID link.

#### · Success! Scrapie Order Found.

You are here: AIN Management / New Scrapie Program Order



OPEN orders may be updated or canceled.

AIN Tag Manufacturers can fulfill OPEN and PART FULFILLED orders. (This function is not available to Scrapie Officials.) To process the order, click on the Fulfill Scrapie Order button.